

CITY OF MUSKEGON SPECIAL EVENT APPLICATION - Part I

A special event application is required for any public event held on City property. The application and fee must be submitted to the City of Muskegon PLANNING Department at least 30 days prior to the event date. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled through the Muskegon POLICE Department. Contact the Police Department at 231.724.6750 for liquor license fees and requirements.



SPECIAL EVENT FEE SCHEDULE

Events occurring during peak event season April 15 – September 30	Events occurring outside of peak season January 1 – April 14 & October 1 – December 31
<i>Applications submitted prior to April 15 will receive a 50% discount off the regular fee.</i>	
\$100 fee for applications submitted 60 days or more prior to the event date (if application is submitted by April 15, this fee is reduced to \$50)	\$50 fee for applications submitted 60 days or more prior to the event date
\$250 fee for applications submitted 59-45 days prior to the event date	\$200 fee for applications submitted 59-45 days prior to the event date
\$400.00 fee for applications submitted 44-30 days prior to the event	\$300.00 fee for applications submitted 44-30 days prior to the event
Applications submitted less than 30 days prior to the event date will not be accepted.	\$500 fee for applications submitted less than 30 days prior to the event

Return completed application with payment to the City of Muskegon Planning Department, P.O. Box 536, 933 Terrace St., Muskegon, MI 49443-0536. Telephone: 231.724.6702, Fax 231.724.6790

1) Event Date(s): _____

Applicant Contact Information

2) Applicant Organization: _____
(if you are also applying for a liquor license, you must partner with an approved charitable organization)

3) Contact Person/Responsible Party _____

4) Address _____ City _____ State _____ Zip _____

5) Daytime Phone _____ Alt. Contact # _____

6) E-Mail address _____

Event Information

7) Event Title _____

8) Location of Event _____

9) Description of Event _____

10) Reason for Event _____

11) Event duration: # of days _____ Start time(s) _____ End time(s) _____

12) Will there be alcohol at the event? Yes _____ No _____

If Yes, indicate name of non-profit you are working with _____

If Yes, you must submit a temporary liquor license request to the Muskegon Police Department for processing.

NOTE: A temporary liquor license allows beer & wine only. Liquor service requires City Commission approval.

13) Anticipated crowd size _____

14) Will City Streets or Sidewalks be used? Yes _____ No _____ (go to line 17)

15) Will you be requesting any street closures? Yes _____ (see below) No _____ (go to line 17)

Street closures require Police, DPW, and/or City Commission approval.

Street closures may incur additional fees for Police and DPW services.

Street closures for block party-type events are not allowed. Please use our City parks for those events.

16) Which streets/intersections will you be using? _____

17) Will any other City services be needed? Yes* _____ No _____

***SEE PART II, SCHEDULE A FOR EQUIPMENT AVAILABILITY. There are additional fees for use of City equipment and/or labor. If you are requesting City services for your event (tables, barricades, etc) you MUST include Part II of the Special Event Application, indicating which items you are requesting.**

18) Has your organization filed for a Special Event Permit with the City before, for this event?

Yes* _____ No _____ *If yes, indicate last year filed _____

19) Does the applicant owe any outstanding invoices to the City? Yes _____ * No _____

*Unpaid invoices may result in denial of application.

Events held on City-owned or controlled property require that the applicant provide an amount of insurance as set by the City for liquor liability and general liability insurance, naming the City as an additional insured. The language shall read as follows: *The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are listed as additional insured under the general liability and auto liability policies. The City of Muskegon is held harmless with regard to the General Liability Policy.* An acceptable certificate of insurance must be submitted prior to final approval. See Part II, Schedule B for amount of insurance required.

20) Name of Insurance Company _____

21) Regulations of the license/permit:

1. All rules and regulations of the City of Muskegon Special Events Policy shall be complied with.
2. All City of Muskegon Ordinances shall be complied with.
3. The applicant organization will save the City of Muskegon harmless from all claims.
4. City staff may require a meeting with applicant organization to help clarify the requests for services. Failure to attend the meeting may result in denial of the application.
5. Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services.
6. The City reserves the right to deny any changes to the request once final approval is given.
7. Failure to provide any requested information in a timely manner may result in denial of the Special Event Application.

22) With my signature, I certify that I have read and agree to the City of Muskegon Special Event Policy and all items listed on this application. I agree to abide by all applicable ordinances & regulations.

Signature of Applicant

Date

Date Received in Office

Staff Signature

***** City Use Only *****

Proof of Insurance Received _____ S/E Database Entry _____ Work Order # _____

E-mail notification to S/E list _____ City Commission approval required? _____

CITY OF MUSKEGON SPECIAL EVENT APPLICATION - Part II

SCHEDULE A –CITY EQUIPMENT REQUESTED & FEE ESTIMATE*

Item	Rental Fee	Quantity Requested:
55-gallon metal trash can	\$ 5.00 each	
Plastic trash bags	\$ 25.00 per case	
Snow fence (wood)	\$ 30.00 per roll	
Fence posts	\$ 3.00 per post	
Picnic tables	\$ 10.00 each	
Barricades/Signage	Labor costs, per City User Fee Schedule	

Only the items listed above are available for event use. Labor charges may be added to the above, if delivery and/or pick-up of equipment is required. 2010 rate is \$60 per hour per person for Police and Parks/DPW staff. Rates for holidays will be higher – generally at the triple time rate.

*Subject to change. Current rates can be found on the City of Muskegon Fee Schedule on the City’s website at www.muskegon-mi.gov.

SCHEDULE B – LIABILITY INSURANCE REQUIREMENTS

<ul style="list-style-type: none">• LOW RISK (L) - Requires \$300,000 liability insurance coverage. No physical activity by participants and no severe exposure to spectators. Examples of low-risk events include such things as indoor or outdoor meetings, small theatrical performances, auctions, and social gatherings (with no alcoholic beverages).
<ul style="list-style-type: none">• MEDIUM RISK (M) - Requires \$500,000 liability insurance coverage. Limited physical activity by participants and minimal exposure to spectators. Examples of medium-risk events include dances, animal shows, political rallies, flea markets, picnics, parades with no floats, and family type concerts. Also included is any event with a crowd size of 500 to 10,000.
<ul style="list-style-type: none">• HIGH RISK (H) - Requires \$1,000,000 liability insurance coverage. Major participation by participants and/or moderate to severe exposure to spectators. Events in this category include team or individual sporting events (non-professional), circuses and carnivals with rides, parades with floats, and marathons or similar races. Also included is any event with a crowd size of over 10,000 but under 25,000. Examples of events requiring high risk insurance coverage are: Parties in the Park, Summer Celebration, Bike Time, Chronicle Seaway Run, Winterfest, and most events with alcohol licenses.
Language on the insurance certificate shall read: <i>"The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are listed as additional insured under the general liability and auto liability policies. The City of Muskegon is held harmless with regard to the General Liability Policy."</i>